## **CADR Web Data Entry System Screen Shots**



Welcome to the HAB CADR Web Application. This system was created to allow grantees under the Ryan White CARE Act Titles I, II, III and IV, and their providers to enter, validate, review and submit data for the 2003 reporting period.

To access the system, enter your **username** and **password** in the text boxes above, then click **'Log In'**. If you forgot your password, or need help logging in, call the HRSA Call Center at **1-877-GO4- HRSA**.

If do not have a username and password, you must register to create one. Please refer to the letter that was mailed to you in November 2003 for your registration code or contact the Ryan White CARE Act Data Support Line at **1-888-640-9356**, Ext. **7300** for clarification about your registration code. You must use only one registration code, even if you receive funds from multiple Ryan White CARE Act Titles. Use the code that you are assigned to complete your registration.

	***WARNING***	***WARNING***	***WARNING***	
systems, USE OF THIS SYS	g of Official U.S. Gov and may be monitor er, by authorized per: enforcement officials TEM BY ANY USER, AL	ernment information ed, intercepted, recor sonnel. THERE IS NO s any potential evider JTHORIZED OR UNAU	only. All data contained or rded, read, copied or capt RIGHT OF PRIVACY IN Th nce of crime found on the	on HRSA computer tured in any manner HIS SYSTEM, System HRSA computer S CONSENT TO THIS
	***WARNING***	***WARNING***	***WARNING***	

The HAB CADR Web Application supports Microsoft Internet Explorer Browsers, Version 5.5 and above. To download the latest version of Microsoft Internet Explorer, click the following link:



The HAB CADR Web Application also requires Adobe Acrobat Reader 5 or higher installed on your PC. To download Adobe Acrobat Reader, click the following link



# HAB CADR Web Application Registration Please fill in the following registration form below to gain access to the system. Required fields are marked with a red asterisk (\*). When you have finished entering your registration data, click on the 'Register' button below. If you have already registered as a user of another HRSA Performance Application, please go to the Login Page and enter your username and password before proceeding with the registration. Username\* Password\* **Password Help** Confirm Password\* Password Question\* Password Answer\* Email Address\* Confirm Email Address\* First Name\* Middle Initial Last Name\* Address\* City\* State\* -Select-Zip Code\* Telephone\* Fax Registration Code\* EIN Register Reset

Your session will expire in: 26:36



E-HANDBOOK

Welcome to the 2003 Data Collection Period for CADR!

HAB Grantees and Providers may submit data using this system through March 15, 2004.

Technical Support | Help | Feedback

#### WELCOME

Rob Taylor, welcome to the Health Resources and Services Administration, HIV/AIDS Bureau (HAB) CADR Web Application. Grantees providers, HAB and their contractors can use this system to enter, review, edit, validate and submit data required for the 2003 reporting period (1 January 2002 through 31 December 2002).

To see a list of items awaiting action on your part, visit the workflow Inbox. For additional instructions and information click to expand one of the topics below, or click on Help.

Due to the size of the CADR form and the amount of data to be collected, you will probably be returning to this application multiple times. You may want to add this page to your Internet Explorer Favorites so that you can return easily. To add this page to your IE Favorites now, click add this page to favorites

#### **Grantee and Service Provider Responsibilities**

If you are a CARE Act grantee, which means you receive CARE Act funding directly from HRSA/HAB, you may enter the CARE Act Data Reports (CADRs) for all your service providers or allow them to enter their own CADRs at this website. If you or your service providers enter CADRs via this web system, these CADRs will be sent directly to your Inbox for review and final submission to HAB. Please note that we are asking you to log into this system frequently and check the workflow status of all CADRs waiting for your review. As the grantee, you must review and accept each of your providers' CADRs, before you can submit them to HAB. More...

#### Getting Around - Application Menus

Web Application has a main menu which appears at the top of each screen. Main menu options are: Less...

- Home Displays this screen with welcome and general instructions.
- . Data Entry This is the main area of the application. It displays the forms you will use to enter, review and submit your CADR data.
- Workflow Displays the screens used to enter or review CADR data.
- Administration This menu includes functions that allow you to change your registration information or password. Grantees can use this screen to modify basic information, such as EIN's, addresses and contact information for themselves or their providers.
- Logout Click on Logout to logout and exit the system.

Depending on the function you select from the main menu, you may see a secondary menu with additional available functions and navigation links. These secondary menus will always appear in the left "margin" of the screen.

#### Gettina Help

There are several sources of help and information for you, as you enter or manage CADR data and familiarize yourself with this application. More..

#### Getting Started - System Roles Less...

As a DataEntry

As a CADRAdmir

### CADR Data Entry

Following are instructions for entering CADR Data using the application: Less...

- . You will see the first page of the CADR report containing contact information for the provider organization. Review this information carefully, making corrections and adding information where necessary. Note that required fields are highlighted with a red asterisk (\*). These fields must be completed before you can move on.
- Once you have completed the first page, use the navigation buttons at the bottom of the screen to move from page to page.
- Enter your CADR data. You do not have to complete the form in one sitting. As you go from page to page, or even exit the application, your data will be saved and the system will remember which page you were on.
- Only one user can enter data at a time. If you will be working collaboratively with other users in your organization, you will need to coordinate with them. When a user modifies the CADR, all other users are locked out! If you want to release the lock so that a different user in your organization can work on the CADR (for example, if you fill out some sections and someone in a different department completes the other sections), click the 'Release Lock' link in your Data Entry sub-menu.
- At any point from the data entry screen you can generate a data validation report by clicking Validate CADR'. This will generate a complete list of validation errors which you can print or view on screen. If possible, make corrections in the CADR data to eliminate all errors from this list.
- At any point from the data entry screen you can add comments to the CADR by clicking the 'Add Comments' link in the sub-menu. You can add any notes or comments (such as explanatory notes for items that violate validation rules) using this feature. Your comments will be visible to any user who can view your CADR (e.g. others in your organization, your grantee(s), HAB) To view comments that have been entered, click View Comments in the sub-menu.
- When you are finished entering data:
  - o Click Validate CADR' to generate a validation error report, if you have any validation errors, print the report, then go back and try to correct the errors
  - Click 'Print CADR' to print a formatted copy of the CADR, if you like.
  - Click Workflow Action' to submit the CADR to the grantee(s). You will see a screen on which you can enter comments for the grantee(s). Enter comments indicating that you have finished entering data and including any explanatory notes or other issues the grantee(s) should know about
  - o Click 'Submit'. If you still have validation errors, you will see them listed. At this point you will have the opportunity to submit with errors, or go back to correct the errors.

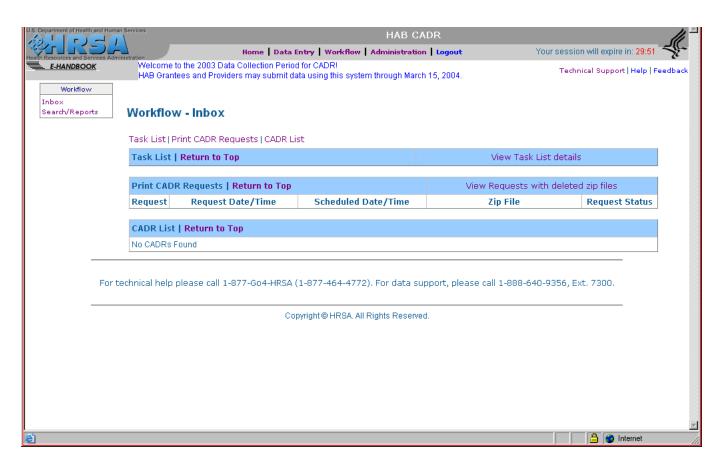
## **Navigation During Data Entry**

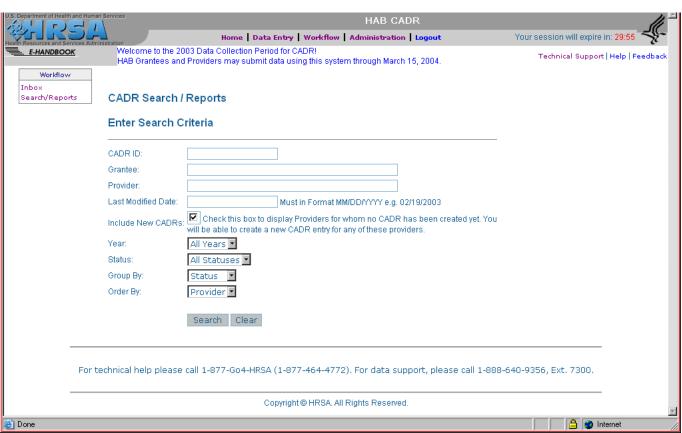
As you enter your CADR data, you will find a group of buttons at the bottom of each page. All of these buttons, except the 'Reset' button will save the work for that page before moving on with its function. Less...

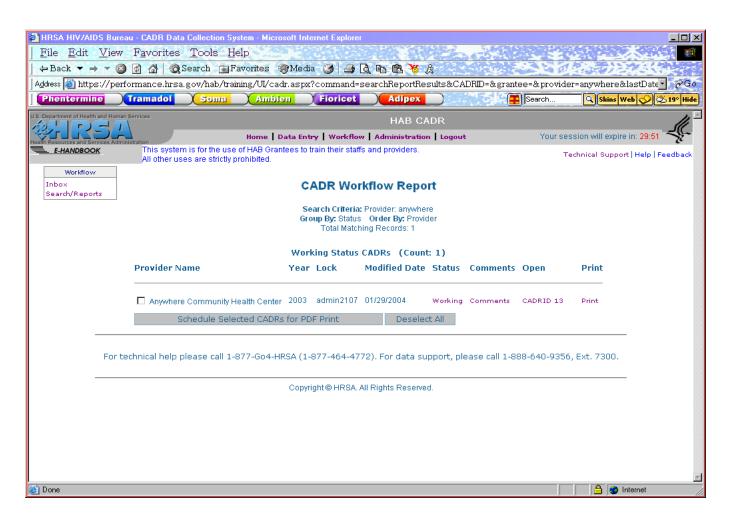
These buttons will also determine whether data entered on that page passes validation checks, even comparing them with entries on other pages that you have already entered. The navigation buttons at the bottom of each page are:

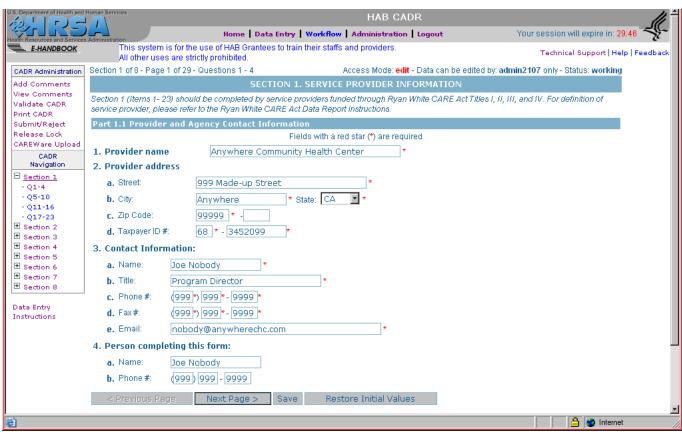
- Previous Page- this button moves to the previous page in the CADR (after saving and checking for validation errors). If you are on the first page, it is disabled
- . Next Page- this button moves to the next page in the CADR (after saving and checking for validation errors). If you are on the last page, it is
- Save this button saves the data from the page and reloads the current page (updating any totals and running validation checks)

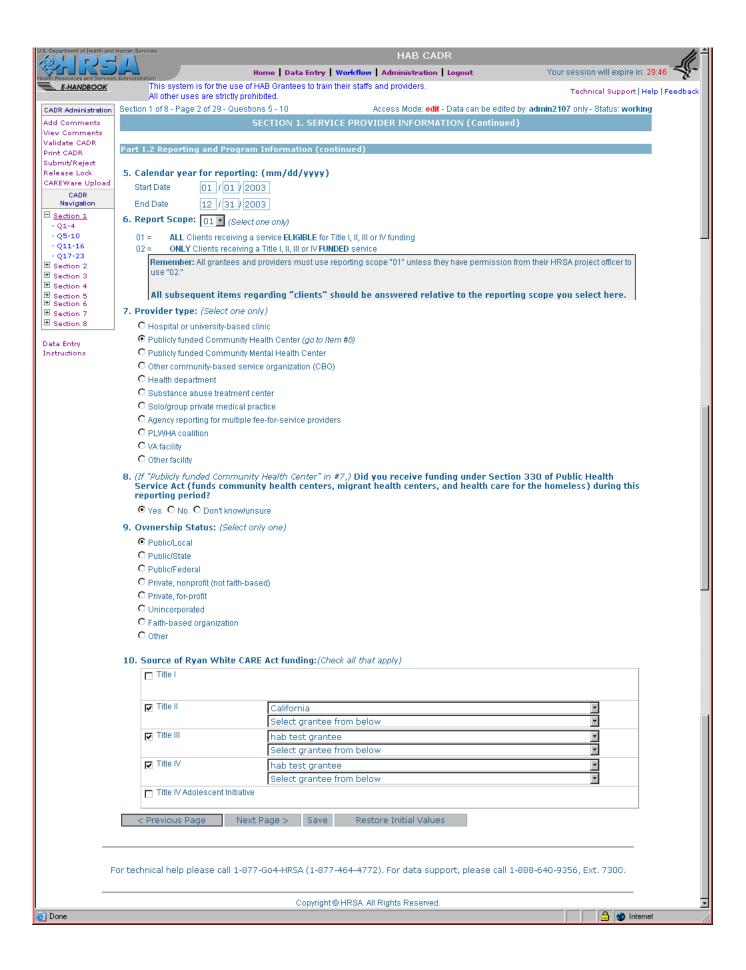
In addition, there is a 'Restore Initial Values' button. This button returns the page to the state it was in when you first brought it up. If you load a page, make changes to entries on that page, clicking 'Reset' will return the page to the state it was in before you made the changes, provided you do not click on one of the other buttons first. You can navigate directly to any page of the CADR by clicking on that page in the 'CADR Navigation' sub-menu in the left margin. When you navigate this way, it will NOT save the data you entered on that page, so be sure to click the 'Save' button before using this menu to navigate directly if you have made changes that you want saved

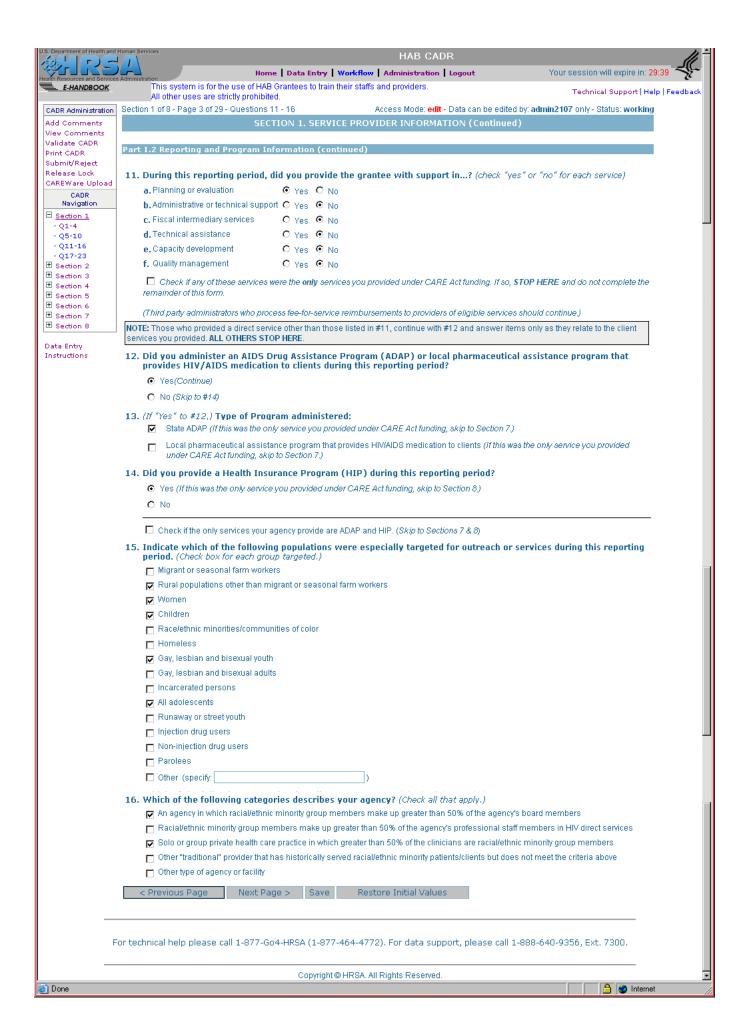


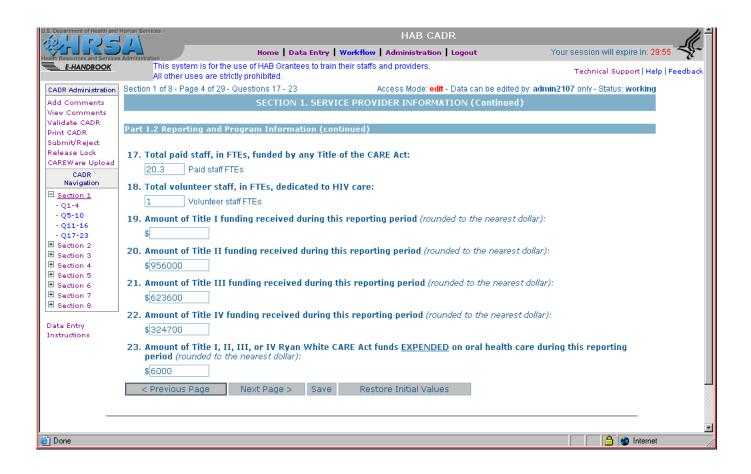


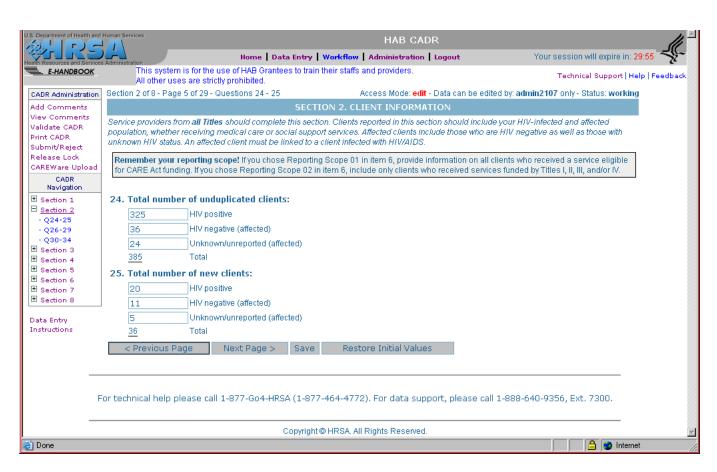


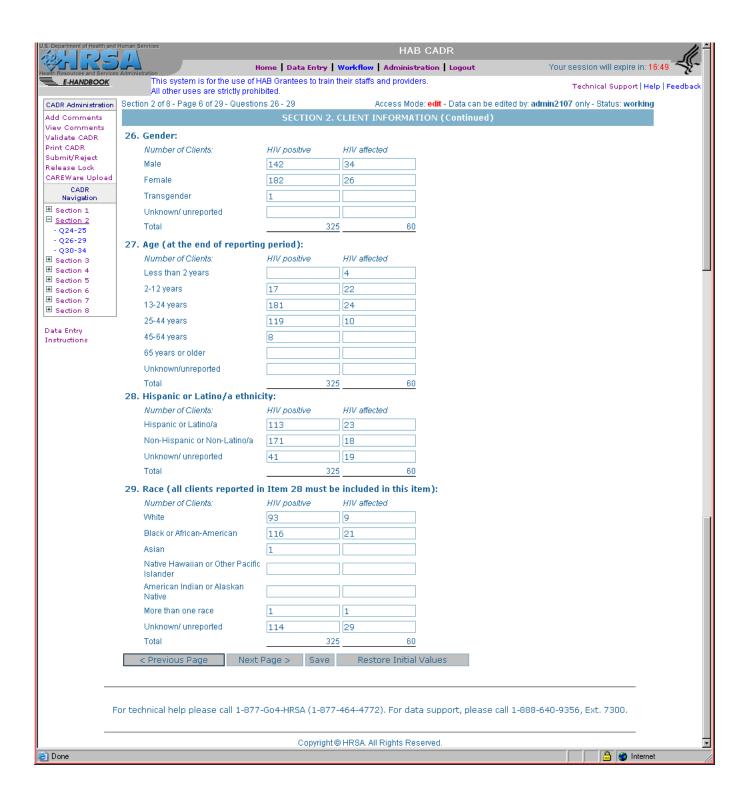












## 28. Hispanic or Latino/a ethnicity:

Number of Clients:	HIV positive	HIV affected	
Hispanic or Latino/a	113	23	
Non-Hispanic or Non-Latino/a	171	18	
Unknown/ unreported	41	19	
Total		325	60

## 29. Race (all clients reported in Item 28 must be included in this item):

WITH ERRORS

Number of Clients:	HIV posit	ive HI	V affected	
White	93	9		
Black or African-America	an 116	21		
Asian	1			
Native Hawaiian or Othe Islander	r Pacific			
American Indian or Alas Native	kan			
More than one race	1	1		
Unknown/ unreported	1	6		
Total		212	37	
< Previous Page	Next Page >	Save	Restore Initial	Values

